



## Task Title: Plan One's Day

### OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** Plan one's day by sequencing activities in a daily agenda.

#### Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage time/C2.2

#### Materials Required:

- Pen/pencil and paper and/or digital device

## Learner Information

In work, school, and in our day-to-day lives, we often record activities in agendas or day timers. We can track how we are spending our time and ensure we are not missing important tasks or appointments.

Look at the "Daily Activity List" and "Daily Agenda".

### **Daily Activity List**

This is a list of activities that need to be completed by the end of the day. Except for lunch, always allow a minimum of 15 minutes between meetings or tasks. Sometimes activities can take a bit longer than you had scheduled so it is a good idea to plan a few minutes of extra time.

### **Onsite tasks**

- Meet with another staff member: 1/2 hour
- Meeting with boss: 1 hour
- Check and answer email: 30 minutes (required twice daily)
- Complete three agenda items from a meeting. Each item will take 45 minutes

### **Offsite tasks (these tasks require travelling time)**

- Meeting with project partner at 2pm: 1-hour meeting time and 15-minute travelling time both there and back to the office

### Daily Agenda

Date:	Name:
Time	Activity
A.M.	
8:30 - 8:45	
8:45 - 9:00	
9:00 - 9:15	
9:15 - 9:30	
9:30 - 9:45	
9:45 - 10:00	
10:00 - 10:15	
10:15 - 10:30	
10:30 - 10:45	
10:45 - 11:00	
11:00 - 11:15	
11:15 - 11:30	
11:30 - 11:45	
11:45 - 12:00	
P.M.	
12:00 - 12:30	Lunch
12:30 - 12:45	
12:45 - 1:00	
1:00 - 1:15	
1:15 - 1:30	
1:30 - 1:45	
1:45 - 2:00	
2:00 - 2:15	
2:15 - 2:30	

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2:30 - 2:45	
2:45 - 3:00	
3:00 - 3:15	
3:15 - 3:30	
3:30 - 3:45	
3:45 - 4:00	
4:00 - 4:15	
4:15 - 4:30	
4:30 - 4:45	
4:45 - 5:00	

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## Work Sheet

**Task 1: Complete the Daily Agenda using the Daily Activity List.**

Answer: No written response required here.

Task completed: Yes:

## Answers

### **Task 1: Complete the Daily Agenda using the Daily Activity List.**

Answer: This is a sample of how a completed Daily Agenda may look. The learner’s responses may be different. Check to make sure no activities are missed.

Date:	Name:
Time	Activity
A.M.	
8:30 – 8:45	Check and answer emails (1)
8:45 - 9:00	
9:00 - 9:15	Meeting with boss
9:15 - 9:30	
9:30 - 9:45	
9:45 - 10:00	
10:00 - 10:15	Complete 1 agenda item (1)
10:15 – 10:30	
10:30 – 10:45	Meet with another staff member
10:45 – 11:00	
11:00 – 11:15	
11:15 – 11:30	P.M.
11:30 – 11:45	
11:45 – 12:00	
12:00 - 12:30	
12:30 - 12:45	
12:45 – 1:00	Complete 1 agenda item (2)
1:00 - 1:15	
1:15 – 1:30	

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1:30 - 1:45	
1:45 - 2:00	Travel to Meeting with Project Partner
2:00 - 2:15	Meeting with Project Partner
2:15 - 2:30	
2:30 - 2:45	
2:45 - 3:00	
3:00 - 3:15	Travel back to the office
3:15 - 3:30	
3:30 - 3:45	Complete 1 agenda item (3)
3:45 - 4:00	
4:00 - 4:15	
4:15 - 4:30	
4:30 - 4:45	Check and answer emails (2)
4:45 - 5:00	

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.2a	use layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			
	makes entries using a limited range of vocabulary			
C2.2	calculates using numbers expressed as whole numbers, fractions, decimals and percentages			
	selects appropriate steps to reach solutions			

This task: Was successfully completed  Needs to be tried again



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Learner Comments:

Instructor (print):

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Learner (print):

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